



The U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention is pleased to announce that it is seeking applications for funding under the OJJDP FY 09 Recovery Act Local Youth Mentoring Initiative.

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). As one of its many elements, the Recovery Act provides the U.S. Department of Justice (DOJ) with funding for grants to assist state, local, and tribal law enforcement (including support for hiring), to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. DOJ is committed to working with our national, state, local and tribal partnerships to ensure this funding invests in the American workforce.

Specifically, under this solicitation, the Office of Juvenile Justice and Delinquency Prevention will make awards to support local organizations that develop, implement, or expand local mentoring programs leading to measurable, positive outcomes for at-risk youth. This program furthers the Department's mission by enhancing the capacity of local mentoring programs to develop and implement mentoring strategies to reduce juvenile delinquency and prevent violence.

## **OJJDP FY 09 Recovery Act Local Youth Mentoring Initiative**

### **Eligibility**

(See "Eligibility," page 6)

### **Deadline**

**Registration with the OJP [Grants Management System](#) (GMS) is required prior to application submission. Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission. Applicants must register with the Central Contractor Registration (CCR) database.**

(See "Deadline: Registration," page 5)

All applications are due by 8:00 p.m. Eastern Time on April 20, 2009.

(See "Deadline: Application", page 5)

### **Important Note to Prospective Applicants**

This solicitation is issued pursuant to the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), which was signed into law by President Obama on February 17, 2009. As of the date this solicitation is issued, government-wide guidance is still forthcoming on various aspects of the Act.

Applicants are strongly advised to check the appropriate website and the [www.ojp.usdoj.gov/recovery/solicitationrequirements.htm](http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm) periodically (including before submitting an application) for updates to this solicitation and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, certifications, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the Recovery Act.

### **Contact Information**

For assistance with the programmatic requirements of this solicitation, contact Gwendolyn Williams, Program Manager at (202) 616-1611, or [Gwendolyn.Williams@usdoj.gov](mailto:Gwendolyn.Williams@usdoj.gov) or Kerri Strug, Program Manager, at (202) 305-0702 or [Kerri.Strug@usdoj.gov](mailto:Kerri.Strug@usdoj.gov).

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3.

**Note:** The hours of operation for the GMS Support Hotline are Monday-Friday from 7:00 a.m. to 9:00 p.m., Eastern Time.

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# Recovery Act Local Youth Mentoring Program

(CFDA # 16.808)

## Overview

This grant program is authorized by the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the “Recovery Act”).

The stated purposes of the Recovery Act are: to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website – [Recovery.gov](http://Recovery.gov) – to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides national leadership, coordination, and resources to prevent and respond to juvenile delinquency and juvenile victimization. OJJDP supports states and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile and criminal justice systems so that they protect public safety, hold offenders accountable, and provide treatment and rehabilitative services tailored to the needs of juveniles and their families.

In an effort to reduce juvenile delinquency, violence, gang participation, school failure, and drop-out rates, OJJDP is issuing this solicitation to support local organizations that develop, implement, or expand local mentoring programs leading to measurable, positive outcomes for at-risk youth. A 2000 national evaluation of OJJDP’s mentoring program found significant reductions in risks involving aggressive behavior and delinquency, peer relationships, and mental health. Lessons learned from this evaluation have increased our understanding of factors that are crucial to effective mentoring and of promising models and effective approaches to community collaboration.

**Note:** Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the OJP Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Deadline: Registration**

### **Registering with OJP's Grants Management System (GMS)**

Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) obtaining a Data Universal Numbering System (DUNS) number; (2) registering your organization with the Central Contractor Registration (CCR) database; and (3) registering with GMS prior to applying.

The deadline to register is **8:00 p.m. Eastern Time on April 20, 2009**.

**A DUNS number is required.** All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required.** In addition to the DUNS number requirement, OJP [OVW] requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## **Deadline: Application**

The due date for applying for funding under this announcement is **8:00 p.m. Eastern Time on April 20, 2009**.

## **Eligibility**

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized Indian tribal governments) and private organizations (including faith-based and community organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant

must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

OJJDP will accept only applications that demonstrate that the applicant has entered into a partnership with one or more public or private entities to form a “community partnership.” Eligible community partnerships must include at a minimum: one or more private organizations: such as nonprofits, for-profits, community and faith-based organizations. Applications that do not demonstrate that they have met the minimum eligibility to be considered a “community partnership” will be deemed ineligible for funding.

**Additional Requirements Related to the Recovery Act (Including Certification Requirements):**

**Reporting on the Use of Funds.** To be eligible to receive funds under this solicitation, applicants must certify that they will satisfy the reporting requirements of section 1512(c) of the Recovery Act, which requires detailed reporting (including reporting on subawards) not later than **ten calendar days after the end of each calendar quarter**. Detailed information on section 1512(c) appears below, under “Accountability and Transparency Under the Recovery Act.” A template for the certification is included in the appendix. Applicants may expect that a standard form and/or standard reporting mechanism will be made available at a future date.

Consistent with section 1511, **all** applicants under this solicitation must complete a “General Certification as to Requirements for Receipt of Funds for Infrastructure Investments,” a template for which is included in the appendix. Recipients that are awarded funds for one or more infrastructure investment projects must also submit and post a certification that satisfies section 1511 for each such specific project prior to obligating, expending, or drawing down funds for such a project. Applicants or recipients who intend to prepare a section 1511 certification should consult the OJP Recovery Act Additional Requirements webpage at [www.ojp.usdoj.gov/recovery/solicitationrequirements.htm](http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm). If a standard form becomes available, OJP will include a notice in the appropriate section of the webpage.

**Faith-Based And Other Community Organizations:** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary’s religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "OJP Recovery Act Additional Requirements" webpage at [www.ojp.usdoj.gov/recovery/solicitationrequirements.htm](http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm)

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "OJP Recovery Act Additional Requirements" webpage, which can be found at the web address shown above.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** If a grant application is being submitted on behalf of a tribe or tribal organization, a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government entity authorizing the inclusion of the tribe or tribal organization named in the application must be included with the application.

## Program- Specific Information

**All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the Recovery Act will be one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional DOJ funding.**

OJJDP-supported research and evaluations indicate that mentoring relationships should be structured to support a relationship that lasts at least 12 months or through an entire school year. Research further finds that mentoring relationships that last 2 or more years significantly increase positive outcomes for youth. Since structured support is critical for the mentoring relationship, best practices require significant training for the mentor, oversight of the relationship, and data collection to track the relationship and positive outcomes arising from it. A national program evaluation found that factors critical to implementing effective mentoring programs include significant contact between mentor and mentee and a relationship that perceives the mentor as a friend rather than simply an authoritative figure. Other factors that researchers found serve as prerequisites for successful mentoring programs include volunteer screening, mentor training, matching that takes into account youth and volunteer preferences, and intensive supervision and support.

Projects must target an at-risk or high-risk population younger than 18 years of age. This solicitation uses the term "at-risk" to denote youth exposed to high levels of risk in their families, homes, communities, and social environments to a degree that could lead to educational failure, dropping out of school, or involvement in juvenile delinquency, including gang-related offenses. "High-risk" is used to designate youth with present or past involvement with the juvenile justice system.

**Purpose.** Mentoring is a strategy designed to help youth succeed in life by providing them with the skills, resources, and confidence they need to reach their potential. This program will provide funding for local faith- and community-based organizations to develop, implement, and

expand neighborhood mentoring programs. While such programs should be founded on best practices and proven principles, they should be led by collaboratives indigent to the community and designed according to local needs and resources.

**Goals, Objectives, and Deliverables.** The program's goals are to reduce juvenile delinquency and gang participation, improve academic performance, and reduce school drop-out rates by enhancing the capacity of local efforts to develop or expand community collaboratives and partnerships, integrate best practices into mentoring service models, develop strategies to recruit and maintain mentors serving hard-to-reach populations, while ensuring the program's financial sustainability.

OJJDP invites applications from new or existing mentoring programs with proven track records that aim to implement activities in accordance with the goals and objectives outlined in this solicitation. Applicants should also present evidence-based programs or incorporate best practices based on research and consider a variety of mentoring approaches. Special consideration will be given to mentoring programs that include education, job readiness, employment skill development, and training in and exposure to entrepreneurial activities.

- **Award Information**

This program will fund multiple awards up \$500,000 per award for a project period of up to 4 years. The award amount will cover the entire requested project period. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110% of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. For FY 2009, the total cash compensation cannot exceed \$194,700 (\$177,000 [current maximum SES salary] plus [\$177,000 times 10%]). (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

**Match Requirement:** Match is not required for this program.

**Non-Supplanting:** For purposes of this Recovery Act solicitation, the general non-supplanting requirement of the OJP [Financial Guide](#) (Part II, Chapter 3) does not apply.

**Recovery Act: Contracts.** Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OJP will provide guidance to applicants as to what, if any, particular

procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

**Recovery Act: Limit on Funds.** The Recovery Act specifically provides that funds may not be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. For example, funds awarded under this solicitation may not be used to pay entrance or user fees to any of the prohibited establishments (casinos, other gambling establishments, aquariums, zoos, golf courses and swimming pools) or for the construction, maintenance or upkeep of any of the prohibited establishments.

**Recovery Act: Use of Funds in Conjunction with Funds from Other Sources.** Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See “Accountability and Transparency Under the Recovery Act,” below.)

## **Accountability and Transparency Under the Recovery Act**

### **Separate Tracking and Reporting of Recovery Act Funds and Outcomes**

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from Federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

### **Quarterly Financial and Programmatic Reporting**

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OJP’s standard reporting requirements for grants. In particular, section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

Under this Recovery Act program, quarterly financial and programmatic reporting will be required, and will be **due within 10 calendar days after the end of each calendar quarter**, starting July 10, 2009.

<b>Programmatic and Financial Reporting Periods</b>	<b>Due Dates</b>
October- December	January 10
January- March	April 10
April-June	July 10
July-September	October 10

The information from grantee reports will be posted on a public website. To the extent that grant funds are available to pay a grantee's administrative expenses, those funds may be used to assist the grantee in meeting the accelerated time-frame and extensive reporting requirements of the Recovery Act.

Recovery Act grant recipients may expect that the information posted by OJP will identify grantees that are delinquent in their reporting. In addition, in keeping with standard OJP practice, grant recipients who do not submit required reports by the due date will not be permitted to draw down funds thereafter, during the pendency of the delinquency, and may be subject to other appropriate actions by OJP, including, but not limited to, restrictions on eligibility for future OJP awards, restrictions on draw-down on other OJP awards, and suspension or termination of the Recovery Act award.

Funding recipients may expect that a standard form and/or reporting mechanism may be available. Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, all applicants should be aware that the Recovery Act section 1512(c) provides as follows:

Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains--

- (1) the total amount of recovery funds received from that agency;
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--
  - (A) the name of the project or activity;
  - (B) a description of the project or activity;
  - (C) an evaluation of the completion status of the project or activity;
  - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and
  - (E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.
- (4) detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

## **Subawards Under Recovery Act Grants**

**Reporting; DUNS and CCR.** As indicated above, quarterly reporting requirements for Recovery Act awards include reporting with respect to subawards. In order to facilitate that reporting, award recipients must work with their first-tier subawardees (if any) to ensure that, no later than the due date of the award recipient's first quarterly report after a subaward is made, the subawardee has a DUNS numbers and is registered with the Central Contractor Registration (CCR) database. See "Deadline: Registration," above, for more information on CCR and DUNS numbers.

**Monitoring of Subawards.** All applicants should bear in mind that any recipient of an award under this solicitation will be responsible for monitoring of subawards under the grant in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide. Primary recipients will be responsible for oversight of subawardee spending and monitoring of specific outcomes and benefits attributable to use of Recovery Act funds.

## **Reporting Fraud, Waste, Error, and Abuse**

Each grantee or subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by –

mail: Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig/>.

The Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or

violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to Section 1553 of the Recovery Act.

## Performance Measures

To assist in fulfilling the accountability objectives of the Recovery Act, as well as the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work, and report on progress toward the economic stimulus goals of the Recovery Act. Additionally, applicants must discuss their data collection methods in the application. There are two sets of performance measures for this solicitation: performance measures associated with the Recovery Act, and performance measures for the Local Youth Mentoring Program. Both sets of measures are mandatory for all Recovery Act Local Youth Mentoring Program funding recipients and must be reported to OJJDP within 10 days after the end of each reporting quarter. The mandatory measures are outlined in the tables below:

### Recovery Act Performance Measures:

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES – PER 3-MONTH REPORTING PERIOD	DESCRIPTION (PLAIN LANGUAGE EXPLANATION OF WHAT EXACTLY IS BEING PROVIDED)
Recovery Act: Preserving and creating jobs and promoting economic recovery	Number of jobs saved (by type) due to Recovery Act funding.	<p>Number of jobs that were prevented from being eliminated as a result of receiving the Recovery Act funding during the reporting period.</p> <p>Number of jobs that were eliminated within the last 12 months that were reinstated with Recovery Act funding.</p>	An unduplicated count of the number of jobs that were <u>retained</u> using funds provided by the Recovery Act. These are positions that would have been eliminated had Recovery Act funding not been received. Report these data for each position only once during the grant period. A job can include full time, part time, contractual, or other employment relationship.
Recovery Act: Preserving and creating jobs and promoting economic recovery	Number of jobs created (by type) due to Recovery Act funding.	The number of new jobs funded by Recovery Act.	An unduplicated count of the number of NEW jobs that were <u>created</u> as a result of the provided by the Recovery Act. Report these data for each position only once during the grant period. A job can include full time, part time, contractual, or other employment relationship.

<p>Preserve and promote economic recovery</p>	<p>Percent of essential services maintained without interruption</p>	<p>Number of essential services maintained because Recovery Act funding.</p> <p>Total number of essential services provided.</p>	<p>An unduplicated count of the number of existing essential services that have been maintained due to funding from the Recovery Act. Essential services are those without which the program could not run or exist. Without funding from Recovery Act, these essential services would have been lost (in part or in full).</p>
<p>Preserve and promote economic recovery</p>	<p>Number of services created or enhanced as a result of Recovery Act funding</p>	<p>Number of new or enhanced services funded by Recovery Act.</p>	<p>An unduplicated count of the number of existing essential services that have been created, added, enhanced, improved and/or increased as a result of funding from Recovery Act. Essential services are those without which the program could not run or exist. The Recovery Act funds have enabled the grantee to create, add, improve, enhance and/or increase these essential services.</p>
<p>Preserve and promote economic recovery</p>	<p>Number of collaborative partnerships established as a result of Recovery Act funding to avoid reduction of, enhance existing and/or create new essential services.</p>	<p>Number of new partnerships established as a result of Recovery Act funding to provide essential services. Grantees will report on partnerships established for 3 purposes: maintenance (avoidance of reduction) of existing essential services, enhancement to existing services and creation of new services.</p>	<p>For purposes of this grant, partnerships are defined as those organizations with whom the grantee established a financial relationship (e.g., consultant organization, contract, MOU) as a result of Recovery Act funds in order to maintain, enhance or create new essential services. Essential services are those without which the program could not run or exist.</p>

Preserve and promote economic recovery	Percent of funds allocated to grantees implementing one or more evidence-based programs or practices.	Amount of funds awarded to grantee  Number of grantees implementing an evidence-based program or practice	Whether or not the grantee is implementing at least one program and/or practice generally determined to be evidence-based, as defined by OJJDP. <sup>1</sup>
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**Local Youth Mentoring Program Performance Measures:**

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES – PER 3-MONTH REPORTING PERIOD
<p><i>OJJDP has an online system (<a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a>) for grantee transmittal of performance measures data. For detailed information on specific programs, see the OJJDP Performance Measures Web page (<a href="http://ojjdp.ncjrs.gov/grantees/pm/">ojjdp.ncjrs.gov/grantees/pm/</a>).</i></p>		
<p>Objectives:</p> <p>Establish or improve the administration of mentoring programs for at-risk, underserved youth, including the expansion of mentoring strategies and program design.</p> <p>Enhance and improve the organizational capacity and system efficiency and cost effectiveness through training and technical assistance and other strategies</p>	Increase in number of program mentors recruited	Number of mentors at the beginning of the current reporting period  Number of program mentors recruited (ready for training) during the reporting period
	Percent of program mentors successfully completing training	Number of new and existing program mentors successfully completing training during the reporting period
	Percent of trained program mentors with increased knowledge of the program area	Number of new and existing trained program mentors demonstrating increased knowledge of the program during the reporting period
	Mentor retention rate	Number of mentors who left the program during the reporting period

<sup>1</sup> **Evidence-based program and/or practice:** Programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or victimization, or related risk factors. Evidence-based programs or practices can come from many valid sources (e.g., OJJDP’s Model Programs Guide). Evidence-based practices may also include practices adopted by agencies, organizations or staff which are generally recognized as “best practice” based on research literature and/or the degree to which the practice is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention and/or intervention.

Improve outcomes for at-risk youth in mentoring programs by establishing and strengthening collaborative community approaches	Percent increase in youth enrolled since the beginning of the program	Youth enrollment at the beginning of the current reporting period
	Number of program youth served	Current youth enrollment
	Percent of mentoring programs with active partners	Number of mentoring programs with active partners representing the following types of groups: non-profit service organizations and / or faith-based organizations; private industry; secondary education provider; and post-secondary education provider or vocational training provider; other active partners.
	Percent of program youth completing program requirements	Number of program youth who exited the program having completed program requirements  Number of youth who exited the program during the reporting period (both successfully and unsuccessfully)
	Percent of program youth who offend or reoffend	Number of program youth with a new offense
	Percent of program youth exhibiting desired change in the targeted behavior	Number of youth exhibiting a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.)
	Percent of youth with whom an evidence-based practice was used*	Number of youth served using an evidence-based model or program

\*This is associated with an Recovery Act Performance Measure, above.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How to Apply

DOJ participates in Grants.gov – a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xls), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure that any Word documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**Recovery Act CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.808, titled "Recovery Act—Edward Byrne Memorial Competitive Grant Program."

## What an Application Must Include

### Standard Form—424

Applicants must complete the Application for Federal Assistance (SF—424), a standard form used by most Federal agencies, following the instructions it provides.

### Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan, (3) project/program design and implementation, and (4) capabilities/competencies. The connections among these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Local data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

**Project Abstract.** A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan," below). The abstract must describe how progress toward these goals will be measured.

**SMART.** Applicants must demonstrate that they have queried OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 21). Discretionary grant applicants are strongly encouraged to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. All applicants must register with the SMART system at [smart.gismapping.info](http://smart.gismapping.info), and become familiar with the data, information, and functionality. Instructions specific to the FY '09 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

**Goals.** Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully

complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 12.)

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Applicants should detail any leveraged resources from local sources, cash or in-kind, to support the project, and discuss plans for sustainability beyond the grant period.

Applicants should identify any other Federal, state, or private foundation grants that serve the same local area and target population.

OJJDP will assess applications according to how the following elements are incorporated into the program design:

- a defined target population.
- community stakeholders.
- community partnerships that include public agencies, private agencies, faith-based communities, and/or tribal organizations.
- community mapping (needs and resources).
- community education.
- program evaluation (process and outcome).
- a resource development plan to support sustainability.
- identification of the types of individuals who will be recruited as mentors.
- Use of an evidence-based training program for adult volunteers and employees on sexual abuse training.
- identification of the type of mentoring that the program will offer.
- program structure that has identified or developed:
  - the nature of the mentoring sessions (i.e., career involvement, academic support, etc.).
  - criteria for youth selection.

- a plan for recruiting, screening, training, supervising, and retaining mentors.
- when mentoring will take place, how often mentors and mentees will meet, and how long the sessions should take place, where they will meet.
- standards of conduct.
- a staff development plan.
- documentation of program procedures.
- a comprehensive system for managing program information.

**Logic Model.** Applicants must include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 21.

**Timeline.** Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 21. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. Applicants must describe the experience and capability of the applicant’s organization and any contractors that will be used to effectively implement and manage this effort and its associated Federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants must outline a proposed staffing plan identifying key staff, describing their qualifications and experience, and indicating the percentage of time that each will devote to the project.

Applicants must be a part of a local collaborative whose required sectors include, but should not be limited to, a school or local education agency, a health service agency, and the business community. Memorandums of Understanding from partner organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute should be attached to the application

### **Budget and Budget Narrative**

Applicants must provide a budget that: (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs

with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All profit-making applicants must agree to waive their profit as a condition of funding. All funds listed in the budget will be subject to audit.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A budget worksheet template is available at

[http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf).

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs, if applicable, were calculated.

### **Indirect Cost Rate Agreement**

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at

[http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### **Other Attachments**

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- SMART data (see "SMART," page 17).
- logic model (see "Logic Model," page 19).
- timeline or milestone chart (see "Timeline," page 19).
- résumés of all key personnel.

- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and Memorandums of Understanding, (see “Capabilities/Competencies,” page 19).

## **Selection Criteria**

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (20 points)
  - Activities that can be started and completed expeditiously, and in a manner that maximizes job creation and economic benefits
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (15 points)
- Project/Program Design and Implementation (35 points)
  - Project objectives that are linked to meaningful and measurable outcomes consistent with the goals of the Recovery Act, and the like likelihood of achieving such outcomes, such as job creation and preservation.
  - Timeline or project plan identifying when the goals and objectives will be completed
- Capabilities/Competencies (20 points)
  - A description of how the organization will track all drawdowns and grant expenditures separately from other Federal funding.
- Budget (10 points)

See “Program Narrative,” page 16, for detailed descriptions of the above criteria.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all potential discretionary awards and

cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the OJP Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Successful applicants selected for awards under this Recovery Act solicitation must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/recovery/solicitationrequirements.htm](http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm)

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements, includes Single Audit Act Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Recovery Act Reporting Requirements; Section 1512(c) of the Recovery Act
- Section 1511 of the Recovery Act: Certifications
- Section 1602 of the Recovery Act: Preference for Quick-Start Activities
- Section 1604 of the Recovery Act: Limit on Funds
- Section 1605 of the Recovery Act: Buy American
- Section 1606 of the Recovery Act: Wage Rate Requirements
- Section 1607 of the Recovery Act: Additional Funding Distribution and Assurance of Appropriate Use of Funds
- Section 1609 of the Recovery Act: Relating to National Environmental Policy Act

## **Appendix. Template(s) for Certification(s)**

**(Instructions:** Scan signed certification(s) and submit image files electronically as part of your application package.)

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**Recovery Act Youth Mentoring  
Grants Program**

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency Under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Full Name of Applicant Entity

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**Recovery Act Youth Mentoring  
Grants Program**

General Certification as to Requirements for Receipt of Funds  
for Infrastructure Investments

On behalf of the applicant State or unit of local government (including tribal government) named below, I certify the following to the Office of Justice Programs (“OJP”), U.S. Department of Justice:

I have personally read and reviewed the section entitled “Eligibility” in the program announcement for the Recovery Act grant program named above. I also have personally read and reviewed section 1511 of the American Recovery and Reinvestment Act of 2009 (the “Recovery Act”), which requires a specific certification prior to receipt of Recovery Act funds for infrastructure investments.

*Initial the statement that applies:*

\_\_\_\_\_ The applicant identified below **does not intend to use** any portion of any funds received under this Recovery Act grant program for any infrastructure investment. Should this intention change, the applicant will promptly notify OJP, and (except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law) will not draw down, obligate, or expend any funds received under this Recovery Act program for any infrastructure investment project until section 1511 of the Recovery Act has been satisfied, and an adequate project-specific certification has been executed, posted, and submitted to OJP.

\_\_\_\_\_ The applicant identified below **does intend to use** some or all of any funds received under this Recovery Act grant program for one or more infrastructure investment projects. Except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law, I agree that the applicant entity will execute, post, and submit to OJP, prior to obligating, expending, or drawing down funds for such project, a project-specific certification that satisfies all of the requirements of section 1511 (including execution by the Governor, mayor, or other chief executive, as appropriate) for each such infrastructure investment project.

Page 2 of 2

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

General Certification as to Requirements for Receipt of Funds  
for Infrastructure Investments

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant (that is, the governmental entity applying directly to the Office of Justice Programs).

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Full Name of Applicant Government Entity

\_\_\_\_\_  
Date